



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 264<sup>th</sup> MEDICAL BATTALION, 32d MEDICAL BRIGADE  
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
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FORT SAM HOUSTON, TEXAS 78234-6105

MCCS-AD

29 May 2007

## MEMORANDUM FOR 264<sup>th</sup> Medical Battalion Personnel

SUBJECT: Safety Policy

1. Applicability: This policy applies to all Soldiers and civilians assigned or attached to the 264<sup>th</sup> Medical Battalion.
2. General: The safety of our personnel and equipment is the commands primary emphasis in all of our training operations and activities and shall not be compromised for any reason. Safety results when leaders are actively engaged in the enforcement of standards and implementing the appropriate controls to prevent injury to our people and damage of our equipment. As commander I am our battalion's safety officer. Although a primary responsibility of command, I expect all leaders at all levels to implement composite risk management techniques and safeguard our most vital resources: our people.
3. Policy:
  - a. Composite risk management techniques will be implemented for all training events and activities conducted within the battalion. Risk assessments will be completed and approved by the appropriate risk approval authority prior to the conducting of any training event.
  - b. Commanders are ultimately responsible for the safeguarding of personal and equipment and as such are the only authorized risk approval authorities. Department and branch OLCs and NCOICs are not authorized to approve risk assessments. Company commanders may approve risk assessments resulting in a residual risk of low. Moderate and above residual risk assessments will be forwarded to the battalion for appropriate action.
  - c. Commanders will ensure a thorough safety briefing is conducted prior to all training events highlighting safety hazards and appropriate control measures.



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d. Commanders will ensure a thorough safety briefing is conducted prior to all weekends and holiday periods. When possible commanders should use real world examples and other resources found at the Army Readiness Center website to increase the effectiveness of their briefings. Prior to any long weekends (3 Days or more) the commander will ensure POV inspections are conducted for all Soldiers assigned to their command. The TRIPS (Travel Risk Planning System) will be used to approve all passes or leave requests where POV travel will exceed 250 miles one way. Commanders will provide me a safety brief back prior to the start of any long weekend/holiday period indicating the completion of all inspection and briefing requirements.


e. Commanders will provide an active safety education program for all members of their command. Companies will conduct a safety stand down day a minimum of once per quarter for all members within their command. Particular emphasis should be made to off-duty safety concerns. The safety stand down will be documented on the unit's training calendar.

f. At a minimum Commanders, First Sergeants and Senior Drill Sergeants will complete the online Commanders Safety Course offered by the Army Readiness Center. Officers and NCOs appointed as safety officers and NCOs should complete the Collateral Duty Safety officer training offered by the Fort Sam Houston Safety Office. All other personnel should complete the on-line Composite Risk Management Course offered by the Army Readiness Center.

g. Commanders will ensure the timely and accurate reporting of all reportable accidents. Commanders will make immediate notification in accordance with the Commanders Critical Information Requirements (CCIR).

4. An effective safety program is not a briefing or a risk assessment. It is a culture. A culture created by dedicated professionals engaged in enforcing standards and control measures to ensure consistently safe results. The safety culture is a learning process and it does not have an ego. All members of this command, regardless of rank or experience, are safety officers and have my expressed authority to stop any unsafe act that could cause injury to our personnel or equipment.

**ANSWERING THE CALL**



WILLIAM P. LACHANCE  
LTC, MS  
Commanding